



COMMUNITY DEVELOPMENT DEPARTMENT

COVID-19 | Shelter-in-Place Order No. C19-09

Planning Entitlement Applications | Building Permits & Inspections/Construction

The Town of Windsor has temporarily limited its operations to provide essential services and vital functions ONLY to prevent the spread of the coronavirus in our community. This means that Town Hall, including the Community Development Department, is currently closed to the public. Consistent with the County of Sonoma's Shelter-in-Place Order No. C19-09 (Order), dated May 1, 2020, essential services and functions of the Town will be conducted by employees working at home to the extent possible.

Town staff is focused on providing inspection and support services for construction projects in compliance with the May 1, 2020 Order and the Construction Field Safety Requirements in Appendix B to the Order (attached), as described below.

For the full text of the Shelter-in-Place Order please visit <https://socoemergency.org/order-of-the-health-officer-no-19-09-shelter-in-place-extended/>.

For current information on the coronavirus, please visit <https://socoemergency.org/>.

For information on coronavirus resources for Windsor businesses, please visit <https://www.townofwindsor.com/1209/Coronavirus-Resources-for-Windsor-Busine>.

As of May 4, 2020, the following services are available from the Town of Windsor's Community Development Department:

PLANNING ENTITLEMENT APPLICATIONS

- **New Applications:**

Beginning May 4, 2020, the Town of Windsor **will be accepting all new Planning Entitlement Applications.**

- **Existing Applications:**

The Town of Windsor **will continue processing existing Planning Entitlement Applications** that were submitted prior to the current Order, including those applications that were previously submitted for Concept/Preliminary review. If you have an existing application in process, please contact your project Planner, or Jessica Jones, Community Development Director at jjones@townofwindsor.com for questions or status updates.

"Planning Entitlement Applications" include the following: Concept Review/Preliminary Planning Application, Home Occupation Permit, Sign Permit, Tree Removal Permit, Annexation, Site Plan and Design Review, General Plan Amendment, Lot Line Adjustment, Subdivision, Use Permit, Variance, Zoning Change/Prezoning.

How to submit a new Planning Entitlement Application:

- Planning Entitlement Applications may be submitted via e-mail to Jessica Jones, Community Development Director, at jjones@townofwindsor.com. Instructions on how to submit large scale plans and application materials, as well as required fees, will be provided as needed.

Please note, **projects that also require a Building Permit will be subject to the restrictions** listed below under “Building Permits”.

BUILDING PERMITS

Beginning May 4, 2020, the Town of Windsor will **be accepting new Building Permit applications and issuing new Building Permits** pursuant to the regulations provided in the Order, dated May 1, 2020, as identified below:

- **Exterior Construction or Construction of Unoccupied Structures:**

In compliance with the Construction Field Safety Requirements in Appendix B of the May 1, 2020 Order (see attached), **all construction is allowed to build, expand, maintain, operate, repair, replace, remodel, retrofit or refurbish the exterior of any structure, or the interior of any unoccupied structure.**

This work includes services needed to support construction activity including, for example, environmental review work, land-surveying, painting, plumbing, electrical, roofing, drywall, fencing, paving, fixture installation, inspection, and similar services.

“Unoccupied structure” means a new or existing structure that no person inhabits or accesses for the duration of the construction activity, except for persons performing the construction or construction support services.

For interior work, prior to beginning construction applicants must demonstrate, to the satisfaction of the Town of Windsor’s Building Official, that structures are unoccupied.

- **Construction of Occupied Structures:**

Construction is allowed in an occupied structure only when it is necessary to ensure that the structure is safe, sanitary, or habitable when in strict compliance with the Construction Field Safety Requirements in Appendix B of the May 1, 2020 Order (see attached).

Repair or construction in an occupied structure to make the structure safe, sanitary, and/or habitable, must comply with applicable federal, state, and local code requirements, and may not involve expansion of a structure. Such work, includes, but is not limited to, the following examples:

1. Provision of a working bathroom.
2. Provision of an operable kitchen.
3. Heating and ventilation work necessary to maintain operable systems.
4. Electrical work needed to supply electricity and to maintain a safe electrical system.
5. Plumbing work needed for use of bathroom or kitchen or to correct any hazardous plumbing conditions.
6. Painting needed to maintain clean and sanitary walls and ceilings free from mildew, mold, dampness, and vermin, and this painting work may address damage, including smoke damage.
7. Carpet or flooring replacement needed to maintain sanitary floor coverings or address damage from mildew, mold, dampness and vermin.

8. Work needed to repair weather protection of roof and exterior walls, including fixing or replacing broken windows and doors.
9. Other repair work to fix damage or address health hazards, including vector control and life safety work.
10. Construction or repair work necessary to ensure access for individuals with a disability or other physical limitations.

All construction projects shall submit a Social Distancing Protocol to the Town consistent with the guidelines provided in "Appendix B: COVID-19 Construction Field Safety Requirements" to the May 1, 2020 Order (see attached).

For questions regarding whether an existing or proposed construction project is allowed under the current Order please contact Clif Castle, Building Official, at ccastle@townofwindsor.com.

For questions regarding Building Permit submittal please contact Courtney Rider, Community Development Technician, at crider@townofwindsor.com.

INSPECTIONS

Beginning May 4, 2020, the Town of Windsor will be conducting inspections on construction projects as identified in the Building Permits section above.

How to request an inspection:

- Building inspections may be requested through the Town's **inspection request line at (707) 522-8346**.

Appendix B: COVID-19 Construction Field Safety Requirements

The following are required elements of a Social Distancing Protocol for construction businesses engaged in allowed construction activity under Section 16.f.vi of the Health Officer's Order C19-09, dated May 1, 2020.

1. If requested, submit to the appropriate County Representative the new or updated Social Distancing Protocol consistent with these guidelines;
2. Establish an assembly point for staff, before the start of work each day that complies with the recommended social distancing parameters;
3. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the work site. If workers leave and re-enter the work site during the shift, re-screen individuals prior to re-entry into the work site;
4. Provide a daily tailgate session reviewing site protocols to mitigate potential spread of the virus. As information is changing continuously regarding COVID-19, these tailgates should occur daily and contractors should document attendance and require worker signatures;
5. Designate a Site Safety Rep (SSR) to monitor and implement all recommended safety practices regarding the COVID-19 virus with all contractor staff members. Labor supervisors must have the authority, through consultation with the SSR, to halt all activities that do not adhere to the COVID-19 safety practices. The SSR should have training commensurate with this hazard and all required industrial hygiene practices that may be required on the job site. This person will be responsible to maintain supplies of disinfectants and make sure that workers follow decontamination, hand washing, and distancing;
6. For work sites where multiple employers share the same work space, inform all employers about each Social Distancing Protocol and site-specific COVID-19 Construction Field Safety Requirements. Where one contractor enters the space of another contractor, the most stringent protocol or guideline will be followed. Stagger the trades as needed to reduce density and maintain social distancing and separation of at least 6 feet. Minimize interactions when picking up or delivering equipment or materials;
7. Regularly clean and sanitize trailers, toilets, and other enclosed spaces;
8. Social distancing must be maintained in elevators and lifts. Establish a regular cleaning and disinfection schedule for elevators and lifts. Identify other "choke points" or "high-risk areas" where persons may come into close contact, and take appropriate steps to maintain social distancing and hygiene;
9. Establish a cleaning and decontamination protocol prior to entry and exit of the job site. Establish a similar cleaning protocol within the job site area;

Order of the County Health Officer of the
County of Sonoma Extending the Shelter in Place

10. Establish cleaning and/or hand washing stations within the work areas. They should be of sufficient quantity to allow staff to remain within the work areas without exiting into break areas. It is critical to adequately maintain these stations continuously;
11. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to leaving the job site for the day;
12. Ensure easy access to parking, since public transit may be limited;
13. Assign a second safety officer to the construction site to ensure protocols are being followed;
14. Ensure all persons utilize appropriate personal protective equipment, including facial coverings or masks, depending on the nature of the work; and
15. Establish a Code of Safety Practices that will at a minimum require staff/labor to follow the following practices during the course of their work:
 - a. If you feel sick, or have been exposed to anyone who is sick with COVID-19, stay at home. You may be required to provide COVID-19 test result showing a negative result (not infected with COVID-19) before being allowed to return to work. This is critical to preventing spread of the virus.
 - b. Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.
 - c. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum 6 feet separation from one another at all times feasible. Do not shake hands or make other unnecessary direct contact with other staff.
 - d. Do not carpool with other staff unless they are family members living within your household. Do not share phones. Use of microwaves, water coolers, and other similar group equipment for breaks is suspended until further notice.
 - e. Clean and disinfect personal tools prior to use, as well as group tools.
 - f. Disposable paper towels and similar waste must be deposited in non-touch waste bins.
 - g. Do not cough or sneeze into your hand; rather, direct coughs and sneezes into a cloth or tissue or, if not available, the crook of your arm at your elbow; follow established CDC guidelines.
 - h. Workers should change work clothes and shoes prior to arriving at home. All clothing should not be shook out. Launder work clothes separate from other laundry.